

CORRECTION OFFICERS CERTIFICATION COMMISSION (COCC) MEETING

Date: April 8, 2005

Time: 10:00 A.M. to 3:00 P. M.

Location: DOC Training Academy, Rooms 3A&B

AGENDA TOPICS:	PERSON RESPONSIBLE:
<ul style="list-style-type: none">• Call meeting to order• Pledge of allegiance• Introduction of Commission• Introduction of Staff• Introduction of Attendees• Director Comments• Housekeeping• Update on Commission members• Senate Bill 496• Update on Job Task Analysis<ul style="list-style-type: none">○ Human Resource Report○ Training Report• Roadmap (completion)• Administrative Rule Timeline• Certification Component Development<ul style="list-style-type: none">Commissioners• Public Comments• Future Meeting Dates	<p>Chris Egbert Attendees Commissioners Staff Attendees Larry Crawford Chris Egbert Chris Egbert Chris Egbert Chris Egbert Richard Eynard Royce Hudson Chris Egbert Chris Egbert Chris Egbert Commissioners</p>

OUTCOME:

Develop as many certification components as possible.

KEY POINTS:

CALL MEETING TO ORDER

Due to the fact a new chair had not been appointed by this meeting, Chris Egbert was asked to chair this meeting. The meeting to order at 10:05 A.M.

Commissioners present were Micki Knowles, Walter Foster, David Topash, John Waldschlager, Danny Patterson and Sam Shipman.

In attendance were Royce Hudson, Department of Corrections Training Academy; Gary Gross, Missouri Corrections Officer Association; Larry Crawford, Department of Corrections; and Peggy Huddleston, Department of Corrections.

INTRODUCTION OF COMMISSIONERS

Each Commission was asked to introduce themselves. Commissioner Patterson was a new member to the Commission and provided the members with background information on himself.

DIRECTOR COMMENTS

This was Director Crawford's first Commission meeting. He discussed his thoughts on the commission and their integral part of his plans to make further improvements the Department of Corrections.

UPDATE ON COMMISSION MEMBERS

Chris Egbert advised the Commission that David Brown had resigned his position on the Commission. Danny Patterson had been appointed to the Commission replacing Conrad Sutton. With David Brown's resignation and Roger Beamer not being re-appointed to the Commission, the Commission is short two members.

SENATE BILL #496

The bill has been filled to remove county and municipal jailers from the statute. Private jail custody staff will remain. The Commissioners were provided a copy of a news report on the removal of the jailers.

UPDATE ON JOB TASK ANALYSIS

Training Report

A copy the training assessment was provided to the Commissioners

Royce Hudson then reviewed the recommendations for new employee training requirements.

The JTA recommended Field Training Officers. Mr. Hudson is proposing that the on-the-job training portion of the training be revised. Mr. Hudson recommends that a training officer, trained in a specialized field, provide the OJT to the trainees.

Human Resource Report

A copy of the Human Resource assessment was provided to the commission.

A representative from the DOC Human Resource Section was not present so Chris Egbert made the report.

ROADMAP

Chris Egbert reviewed the roadmap for completing the certification process. The certification requirements need to be made by June 30, 2005 and filing of the administrative rules with the Secretary of States Office needs to be completed by July 15, 2005. The first corrections officers could be certified by January 2006.

ADMINISTRATIVE RULE TIMELINE

Chris Egbert provided the Commission with a printed schedule of the administrative rule filing requirements.

PUBLIC COMMENTS

Chris Egbert reviewed the public comments that have been received since the last meeting.

CERTIFICATION COMPONENT DEVELOPMENT

Chris Egbert advised the Commission that the following components would be part of the certification requirements. The Commission reviewed each component and made a decision on what the requirement would be. They are as follows:

AGE

HOW OLD SHOULD AN INDIVIDUAL BE TO BE CERTIFIED?

NOTE: Peace Officers requirement is 21 years of age

Job Task Analysis recommends 21 years of age

David Topash made the motion to required individuals to be 21 years of age to be certified.

Walter Foster seconded the motion

The motion passed with all Commissioners voting yes.

CITIZENSHIP

Should an individual be a U.S. Citizen to be certified?

NOTE: Peace Officers require U.S. Citizenship

Walter Foster made the motion to require individuals to be US Citizens to be certified.

Danny Patterson seconded the motion.

The motion passed with all Commissioners voting yes.

DRIVERS LICENSE

Should an individual possess a valid drivers license to be certified?

NOTE: Peace Officers require a valid drivers license to attend basic training

Job Task Analysis recommends a valid drivers license

Sam Shipman made the motion to require individuals to possess a valid drivers license to be certified.

David Topash seconded the motion.

The motion passed with all Commissioners voting yes.

EDUCATION

What level of education should an individual have to be certified?

NOTE: Peace Officers require a High School diploma or its equivalent

Job Task Analysis recommends a High School diploma or its equivalent

David Topash made the motion to require a High School diplomas or its equivalent to be certified.

Sam Shipman seconded the motion.

The motion passed with all Commissioners voting yes.

BASIC TRAINING

How many hours of basic training should an individual have completed to be certified?

NOTE: Peace Officers require 600 (Class A License) or 480 (Class B License) hours

Job Task Analysis recommended a minimum of 285 hours to a maximum of 440 hours

Danny Patterson made the motion to require an individual to complete 320 hours of basic training to be certified.

Sam Shipman seconded the motion

The motion passed with all Commissioners voting yes.

Later in the Commission discussion the original motion was amended as follows:

David Topash made the motion to amend the required number of hours of basic training to 285.

Walter Foster seconded the motion.

The motion passed with all Commissioners voting yes.

BASIC TRAINING EXPIRATION

How long after basic training can an individual be certified?

NOTE: Peace Officers must apply for licensure within five years after graduation

John Waldschlager made the motion to require an individual to be certified within five years after graduation or their basic training would not be recognized for certification.

Walter Foster seconded the motion

The motion passed with all Commissioners voting yes.

BASIC TRAINING RECIPROCITY

Should other states basic training be considered for certification?

NOTE: Peace Officers have reciprocity with other states and will recognize basic training for licensing purposes

David Topash made the motion to have reciprocity with other states that meet the minimum 285-hour basic training requirement and pass a certification exam based on 285-hour basic training objectives.

Walter Foster seconded the motion.

The motion passed with all Commissioners voting yes.

CONTINUING EDUCATION

Should continuing education be a requirement for certification?

NOTE: Peace Officers are required to meet a continuing education requirement to keep their license (48 hours within three years)

John Waldschlager made the motion to require an individual to meet a continuing education requirement of 48 hours within three years to keep their certification.

Walter Foster seconded the motion.

The motion passed with all Commissioners voting yes.

CERTIFICATION EXPIRATION

Should a certification expire?

NOTE: Peace Officer's license will expire after 5 years of not being commissioned (working as a peace officer)

Walter Foster made the motion that an officer's certification would expire after five years from the date they were last employed as a jailer or corrections officer.

David Topash seconded the motion.

The motion passed with all Commissioners voting yes.

Reactivation of Expired Certification

If it expires, should there be a process to reactivate an expired certification?

NOTE: Peace Officers may apply for re-licensure through the veteran peace officer application process, without having to re-attend basic training.

Danny Patterson made the motion to require a process for reapply for certification.

David Topash seconded the motion.

The motion passed with all Commissioners voting yes.

DISCIPLINE OF A CERTIFICATION

Should a certification be subject to discipline?

NOTE: Peace Officer's licenses are subject to discipline

Danny Patterson made the motion a certification should be subject to discipline.

David Topash seconded the motion.

The motion passed with all Commissioners voting yes.

BACKGROUND INVESTIGATION

Should an individual applying for certification be subject to a background investigation?

NOTE: Peace Officers must submit a state and federal fingerprint card as well as a notarized affidavit pertaining to criminal histories

Danny Patterson made the motion to require individuals applying for certification must submit a state and federal fingerprint card as well as a notarized affidavit pertaining to criminal histories

Walter Foster seconded the motion.

The motion passed with all Commissioners voting yes.

LICENSE EXEMPTIONS

Should anyone be exempt from the certification requirements?

NOTE: All Peace Officers must be licensed

The Commissioners agreed this would not be part of the certification requirements because the certification is voluntary.

RESIDENCY REQUIREMENTS

Should corrections officer be required to reside in Missouri?

NOTE: There is no residency requirement to maintain a peace officer license.

Walter Foster made the motion to not require a Corrections Officer to be a Missouri resident.

David Topash seconded the motion.

The motion passed with all Commissioners voting yes.

NOTIFICATION REQUIREMENTS

Should certified officers be required to report changes in home addresses?

NOTE: Peace Officers are required to make this notification.

Walter Foster made the motion to require certified officer to report changes in their home address to the Director.

David Topash seconded the motion.

The motion passed with all Commissioners voting yes.

Certification Exam

Should an individual be required to pass a comprehensive exam before becoming certified?

NOTE: Peace officers must pass a 200-question exam to be licensed

The commission will discuss this item at the next meeting.

GRANDFATHERING

Should incumbent corrections officers and jailers be exempt from the certification requirements?

NOTE: Peace Officers, continually holding a commission as a full-time peace officer since December 31, 1978, are not required to be licensed (grandfathered)

The commission decided to discuss this item at the next meeting.

Chris Egbert advised the Commission that for the agreed upon components he would draft the administrative rule language for review.

Royce Hudson was asked to compare the Missouri POST basic training requirements to the Department of Corrections basic training requirements and identify what objectives are the same.

The meeting adjourned at 3:00 p.m.

COMMISSION MEMBERS NOT ATTENDING:
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Tommy Greenwell

ACTION ITEMS	RESPONSIBLE	DEADLINE
Develop meeting minutes	Peggy Huddleston	04-08-05
Place the minutes on the COCC Web-site	Jenny Wehmeir	ASAP
POST comparison	Royce Hudson	Next meeting
Draft Administrative Rules	Chris Egbert	Next meeting

NEXT MEETING:

Date: TBD

Time: TBD

Location: TBD